

### Logging In

For first time Panelists:

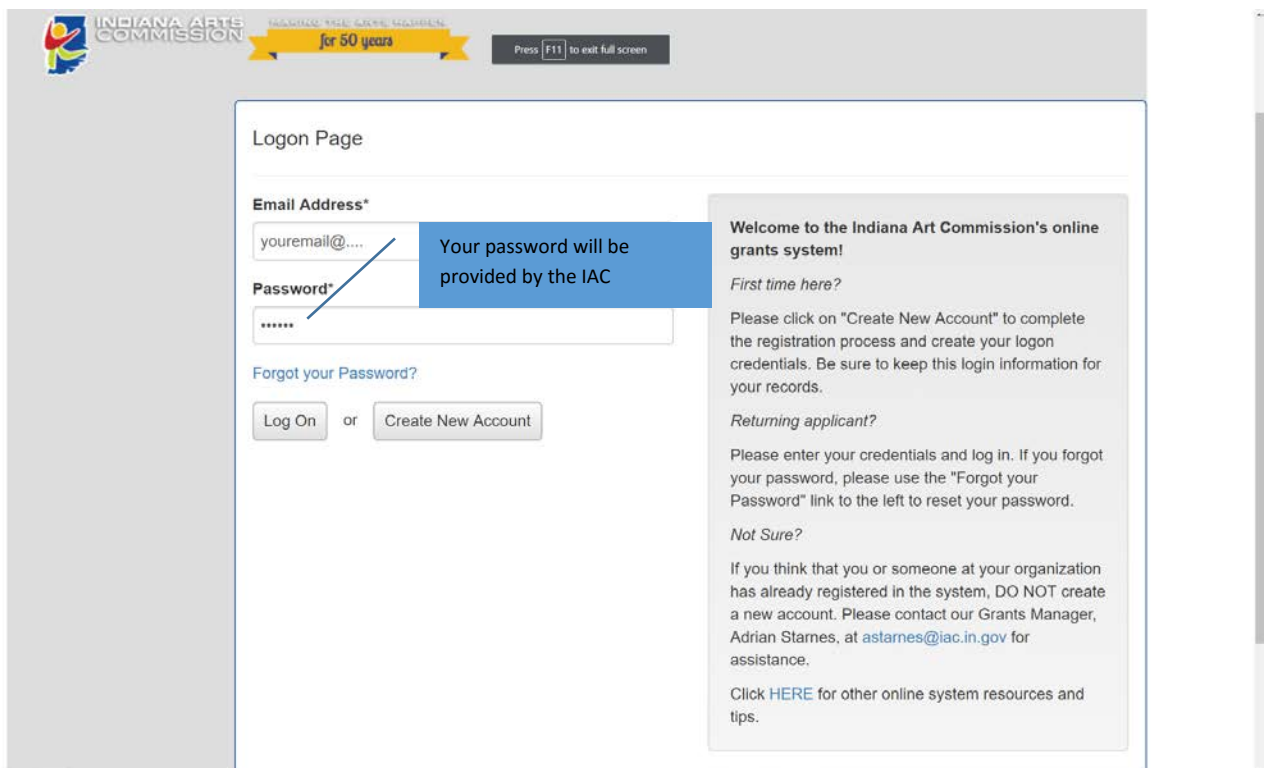
1. The IAC will provide you with an initial password to login.

If you already have an account in the IAC online system:

2. Enter your e-mail address in the e-mail address field
3. Enter the password you were given by the IAC.
4. Press the "Log On" button to enter the system.

If you have forgotten your password;

5. Click the Forgot Your Password link
6. It will then ask for your email address. Type your email address and click Send Reminder.



INDIANA ARTS  
COMMISSION

MAKING THE ARTS HAPPEN  
for 50 years

Press [F11] to exit full screen

### Logon Page

Email Address\*

youremail@....

Password\*

\*\*\*\*\*

[Forgot your Password?](#)

Log On or Create New Account

**Welcome to the Indiana Art Commission's online grants system!**

*First time here?*

Please click on "Create New Account" to complete the registration process and create your logon credentials. Be sure to keep this login information for your records.

*Returning applicant?*

Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

*Not Sure?*

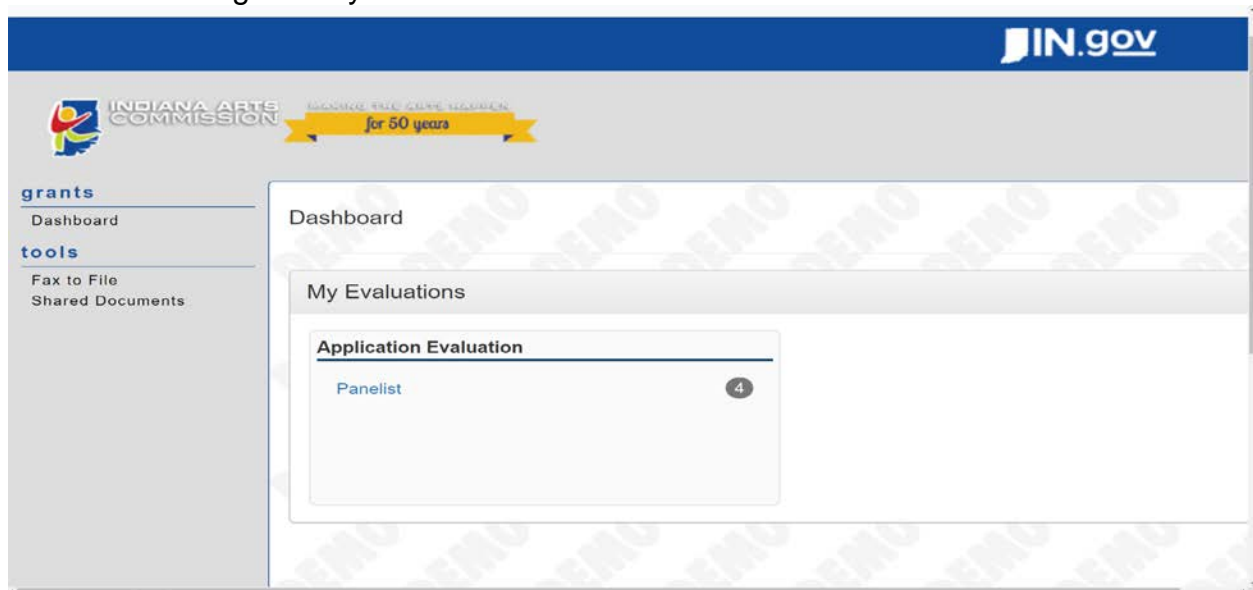
If you think that you or someone at your organization has already registered in the system, DO NOT create a new account. Please contact our Grants Manager, Adrian Starnes, at [astarnes@iac.in.gov](mailto:astarnes@iac.in.gov) for assistance.

Click [HERE](#) for other online system resources and tips.

## STEP 1 Dashboard

After logging into the system, you will be directed to the Dashboard Page. This page displays the number of applications that have been assigned to you and allows you to access the application and evaluation.

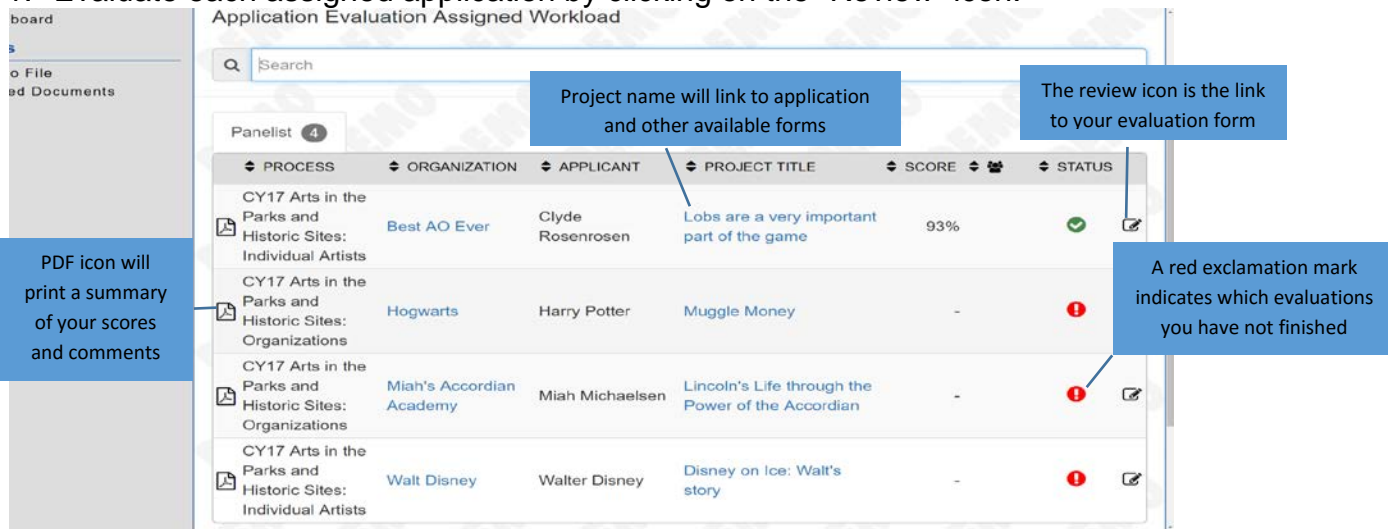
- Click on the “Panelist” link to review a list of all the pending applications that have been assigned to you for review.



## Step 2 Evaluate Assigned Applications

The Evaluation Workload Page displays a listing of the individual applications that have been assigned for you to review.

- Evaluate each assigned application by clicking on the “Review” icon.



PDF icon will print a summary of your scores and comments

Project name will link to application and other available forms

The review icon is the link to your evaluation form

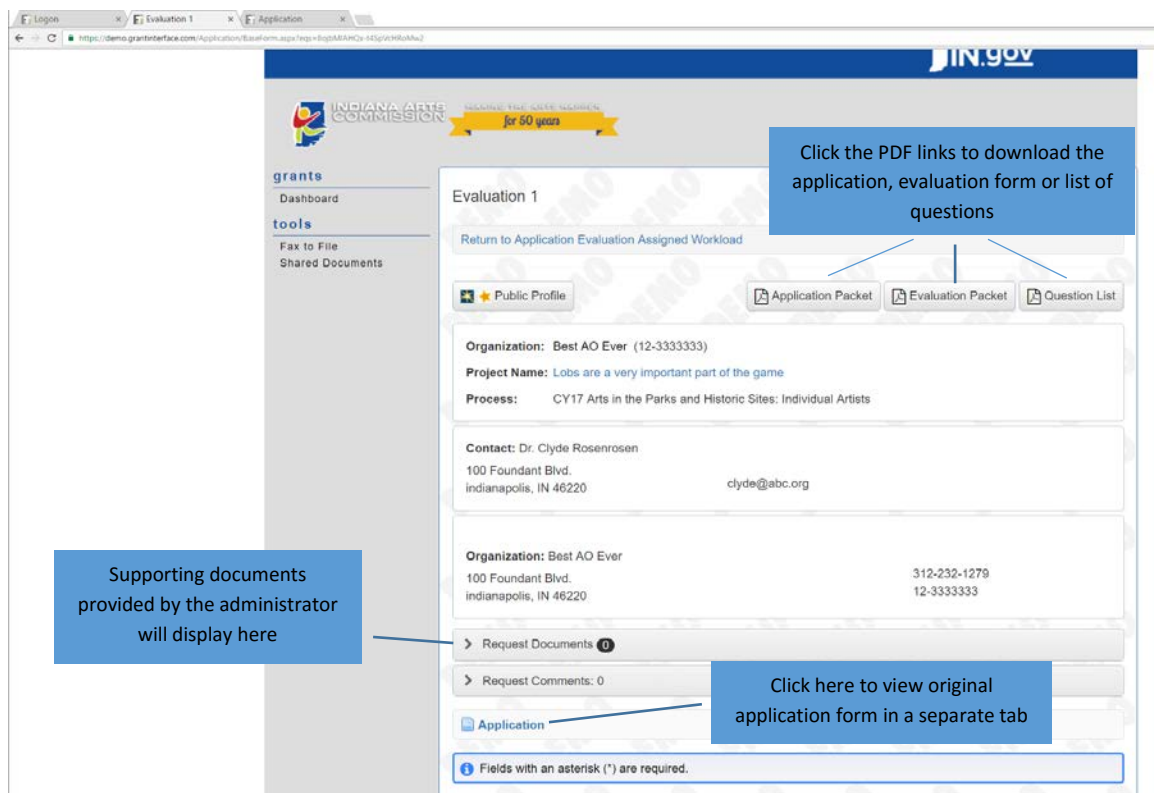
A red exclamation mark indicates which evaluations you have not finished

PROCESS	ORGANIZATION	APPLICANT	PROJECT TITLE	SCORE	STATUS
CY17 Arts in the Parks and Historic Sites: Individual Artists	Best AO Ever	Clyde Rosenrosen	Lobs are a very important part of the game	93%	Completed
CY17 Arts in the Parks and Historic Sites: Organizations	Hogwarts	Harry Potter	Muggle Money	-	Not Finished
CY17 Arts in the Parks and Historic Sites: Organizations	Miah's Accordion Academy	Miah Michaelson	Lincoln's Life through the Power of the Accordion	-	Not Finished
CY17 Arts in the Parks and Historic Sites: Individual Artists	Walt Disney	Walter Disney	Disney on Ice: Walt's story	-	Not Finished

### Step 3 Evaluate the Application

The Evaluation page allows you to score each grant application according to the criteria set forth by the IAC. You are able to document comments and access details of the grant application in the evaluation form.

1. Score each evaluation question using the scale provided
2. Enter any comments applicable to this application evaluation
3. Access all forms submitted by the applicant as well as internally generated documents that have been attached by the administrator by clicking links at the top of the evaluation form.



The screenshot shows the 'Evaluation 1' page in the IN.gov grants system. The page includes a sidebar with 'grants' and 'tools' sections. The main content area displays application details for 'Evaluation 1'. Annotations with blue boxes and arrows point to specific features:

- A box at the top right says: "Click the PDF links to download the application, evaluation form or list of questions". Arrows point to the 'Application Packet', 'Evaluation Packet', and 'Question List' links.
- A box on the left says: "Supporting documents provided by the administrator will display here". An arrow points to the 'Request Documents' button.
- A box at the bottom right says: "Click here to view original application form in a separate tab". An arrow points to the 'Application' link.

The application details shown include:

- Organization: Best AO Ever (12-333333)
- Project Name: Lobs are a very important part of the game
- Process: CY17 Arts in the Parks and Historic Sites: Individual Artists
- Contact: Dr. Clyde Rosenrosen, 100 Foundant Blvd, Indianapolis, IN 46220, clyde@abc.org
- Organization: Best AO Ever, 100 Foundant Blvd, Indianapolis, IN 46220, 312-232-1279, 12-3333333

At the bottom, there are buttons for 'Request Documents' (0), 'Request Comments: 0', and 'Application'. A note at the very bottom states: "Fields with an asterisk (\*) are required."

4. After you have completed the ranking questions and enter comments, click on the "Save Evaluation" button.

*(See Diagram On Next Page)*



## Panelist Workflow

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Shared Documents Fax to File

**Welcome Panelist!**

Applications are scored on a 100-point scale. The scores will be included as part of a funding formula to assist with the allocation of grant awards. You will find the totals after completing all scores and going back to the start page.

*Minimum Score for Funding Eligibility* 75 = AOS, Level I 80 = AOS, Level II

**What to do:**

Evaluate applications based upon the following evaluation criteria only (do not compare applications.)  
Smaller organizations should be evaluated based upon their own merit and not compared to larger organizations to which they cannot compete.

- Organizational Excellence
- Community Engagement
- Arts Education
- Artistic Quality

**Resources:**

[Evaluation Criteria Rating Sheet](#): Some panelists like to print this and have it available while they evaluate applications.

**Definitions:** Click for a complete list.

▼ Evaluation Criteria

**ORGANIZATIONAL EXCELLENCE\***

Application sections to evaluate (including uploads):  
Organizational Overview Financial Information Organizational Excellence and Artistic Quality

Points are awarded for the extent to which the applicant provides clear evidence of:

- Sound fiscal, management and administrative policies demonstrated through:
  - (1) reasonable financials evidencing organizational viability;
  - (2) budget size appropriate to staff and activities.
- Sound planning inclusive of community input.
- Clear, achievable outcome with appropriate process and tools in place to determine success
- The applicant provides evidence of commitment to improvement and preservation/development of the art form (refers to Q1 - programs and activities and Q4 - improvements next fiscal year)
- AQSII ONLY: Includes a strategic plan

12345678910111213141516171819202122232425

**Panelist Comments - Organizational Excellence**

Score the application based on the review criteria. Required questions are marked with an asterisk.

Please enter comments related to the review criteria in the space provided

Drag the corner to expand the text box

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## Panelist Workflow

Press **F11** to exit full screen

**REVIEW CRITERIA: Artistic Quality\***

Extent to which the project demonstrates artistic quality that is meaningful and culturally beneficial.

- Provides artist's resume that includes educational background and professional employment related to their discipline, as well as a documentation of
- performances/publications/accomplishments, etc. (individual artists) Articulates and demonstrates quality of artists and artistic resources (organization)
- Explains the artistic significance of the project
- Describes plans to promote the project within the size and scope of the project

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25																

**Artistic Quality: Panelist Comments\***

Please provide constructive comments.

Enter comments here...

✓ 3,277 characters left of 3,300

Save

[Return to Application Evaluation Assigned Workload](#)

Click here to save  
your evaluation.

Grant Management Software  
provided by **FOUNDANT**  
technologies

### STEP 4 Confirmation Page

Once you have completed the grant application evaluation, you will be taken to a Confirmation Page. Clicking "Continue" returns you to the Evaluation Workload Page where you can select any remaining grant applications that have been assigned to you.

After saving each evaluation, click Continue to return to the Evaluation Workload page.

**IN.gov**

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**grants**

- Dashboard

**tools**

- Fax to File
- Shared Documents

**Confirmation Page**

✓ The Evaluation has been saved.

Continue

"Continue" will take you back to the list of applications you have to evaluate

### STEP 5 Review Scoring

1. Your score will appear for each evaluation containing scoring questions that you have completed.
2. A green check mark will appear for each evaluation that you have answered all of the required questions.
3. Continue until all assigned applications have been evaluated. You can edit saved evaluations by simply clicking the Review link and resaving the evaluation form.

Application Evaluation Assigned Workload

Search

Panelist 4

PROCESS	ORGANIZATION	APPLICANT	PROJECT TITLE	SCORE	STATUS
CY17 Arts in the Parks and Historic Sites: Individual Artists	Best AO Ever	Clyde Rosenrosen	Lobs are a very important part of the game	93%	✓
CY17 Arts in the Parks and Historic Sites: Organizations	Hogwarts	Harry Potter	Muggle Money	-	!

Your average score for this application.

This evaluation is incomplete

### Shared Documents

In the Shared Documents area you can view files uploaded by the administrator. Click on Shared Documents under tools to access the files.

grants

Dashboard

tools

Fax to File

Shared Documents

Shared Documents

File or Folder name Search

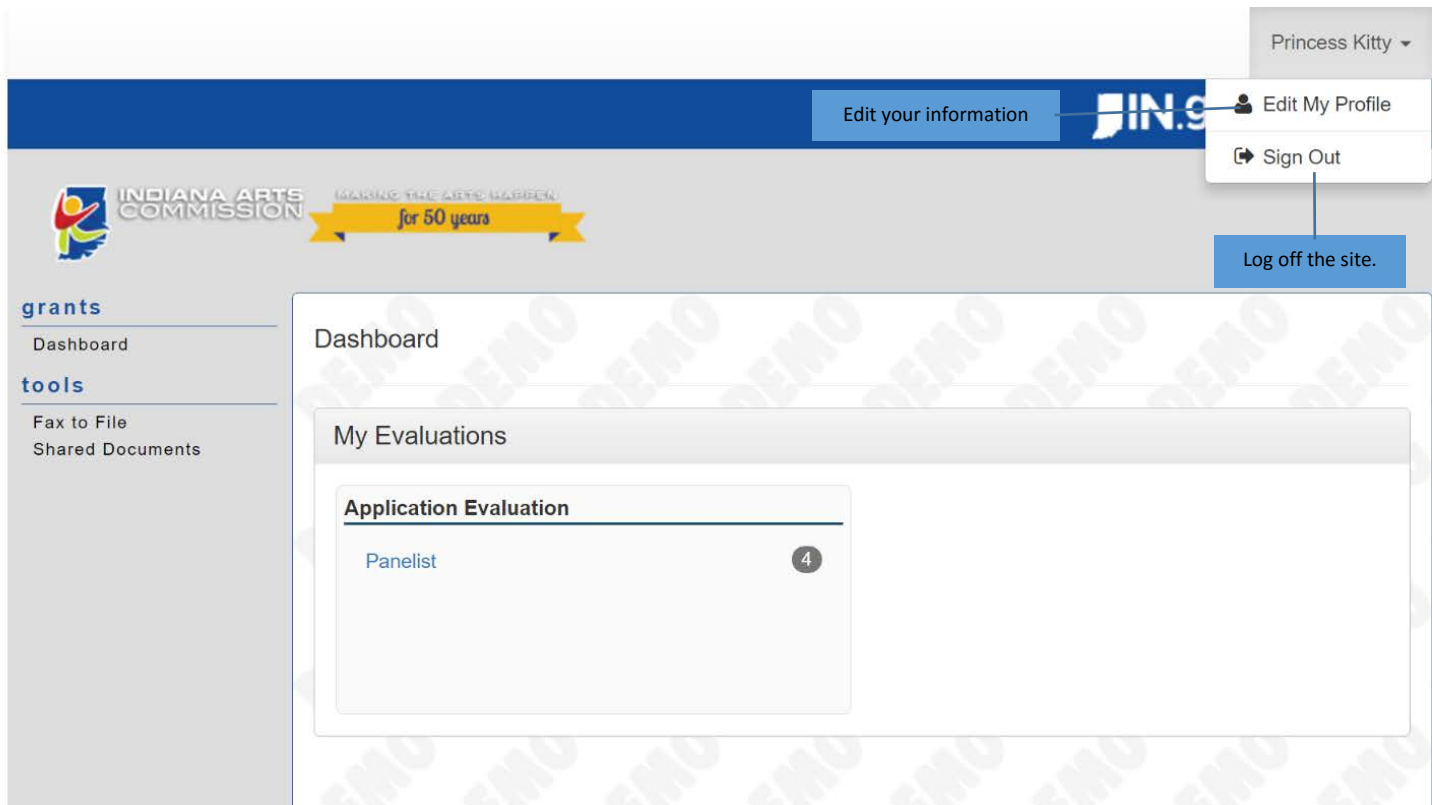
NAME	DESCRIPTION	CREATED	CREATED BY
3. CY17 Guidelines for Reviewing Apps.doc		09/29/2016	Adrian Starnes
PanelistTutorial.docx	Instructions for online review	09/29/2016	Adrian Starnes

Click on the folder or file name to open

### Logging Off

Click on your name to edit your information.

Click the Log Off button in the top right to end your session



The screenshot displays the Indiana Arts Commission website interface for a panelist. At the top, the logo and 'for 50 years' banner are visible. A blue navigation bar contains the text 'Edit your information' and the 'INCS' logo. On the right, a user profile dropdown menu is open, showing the name 'Princess Kitty' and options: 'Edit My Profile', 'Sign Out', and 'Log off the site.' The left sidebar lists 'grants' (with 'Dashboard' selected) and 'tools' (with 'Fax to File' and 'Shared Documents'). The main content area is titled 'Dashboard' and features a 'My Evaluations' section. Under 'My Evaluations', there is an 'Application Evaluation' card with a 'Panelist' link and a notification bubble showing the number '4'.